

eVA Integration Design Team

Meeting Minutes
December 13, 2004

Opening:

The meeting of the eVA integration workgroup was called to order at 10:00 A.M. on 12/13/2004 in Richmond.

Present:

Rachel Pace, CWM (phone)	Parvin Mirshahi, DGS
Maria Hatcher, DGS	Berni Kenney, CWM (phone)
Tom Ward, GMU (phone)	William Robbins, CWM (phone)
Marion Lancaster, DGS	Lynette Jenkins, CWM (phone)
Bill Hardiman, GMU (phone)	Carrie Gillotte, GMU (phone)

A. Approval of Agenda

Agenda not available

B. Approval of Minutes

No minutes available to review

C. Issues

Open Issues

See separate issues document

Closed Issues

No items closed at this session

D. New Business

- ERP Messages on Approver Replies:
 - Marion reported that according to conversation she had with AMS, the approver reply from the ERP system to eVA can include a message. The message will appear on the history tab of the eVA requisition.
- eVA Integration Functional/Technical Design Specs Status:
 - Marion stated that the Functional Design document (integration between eVA and the BizTalk message broker) has been verbally finalized. As soon as the approval of the official document is finalized, a copy will be posted on the eVA Technical page.
 - Question was raised when will a draft of the Technical Design document will be available? Marion will check with AMS.
- Ariba 8.1 Upgrade:
 - Marion explained that the Ariba 8.1 upgrade which took place this weekend includes the infrastructure for the integration. AMS just have to make minor modifications (tweaking the system) to implement the integration.

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

4. SCT Status:
 - Berni stated that she spoke with Jim Dye and asked him to be more engaged in this project and to have someone more technical from SCT involve. Jim would like to have a meeting with the group on the 2nd or 3rd week of January to discuss any integration issues. Jim expressed that he would like the meeting to be close to Washington. The group needs to decide what should be discussed in this meeting. A firm date for the meeting will be confirmed later.
 - Bill Hardiman would like for all the schools to participate in this meeting.
 - Rachel feels we need to be talking to SCT technical people to get better responses to outstanding issues.
5. Weekly Integration Meeting Holiday Schedule:
 - Meeting on 12/20/2004 even though Rachel and Berni will be out
 - No meeting on 12/27/2004
 - Meeting on 1/3/2004

Open Action Items

New:

1. Ask AMS when draft of the Technical Design document will be available (Marion Lancaster).

Old:

1. Update work breakdown structure (Marion Lancaster)
2. Draft scope and objective (Marion Lancaster)
3. Develop rough draft of project plan (Marion Lancaster)
4. Develop performance, quality assurance, and change management plans (Marion Lancaster)
5. Document of software cost to CWM (Berni Kenney)
6. Answer to Mike's question "has AMS signed non-disclosure paperwork with SCT?" (Marion Lancaster)
7. Ask AMS how the system knows to send DO (EP) transactions and not PCO transactions at purchase order exit point? (Marion Lancaster)
8. Ask AMS if comments marked to send to vendor and comments marked not to send to the vendor are part of the integration? (Marion Lancaster)
9. Ask AMS if Preferred Order Method (Print or URL) is available on integration? (Marion Lancaster)

Closed Action Items

1. Get access to SCT documentation (Marion Lancaster)
Documentation has been provided by CWM.

Prepared by Maria F. Hatcher

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